

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
(415) 865-4370 Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** INTERNAL AUDITOR I  
**JOB REQ. #:** 2533 (Four positions)  
**LOCATION:** San Francisco, California

### THE FINANCE DIVISION

The Finance Division provides an integrated program of budget planning, asset management, accounting, procurement, contract development and management, facility planning and coordination, auditing, and trial court fiscal services for the judicial branch of California government. It also provides accurate and timely financial data to the legislative and executive branches and other constituents. The division comprises six units: Budget, Accounting, Business Services, Facilities Planning, Internal Audit Services, and Trial Court Fiscal Services.

The mission of Internal Audit Services is to assist the Judicial Council and its staff agency, the Administrative Office of the Courts, and all members of the judicial branch in the effective and efficient discharge of their administrative and operational responsibilities.

### RESPONSIBILITIES

- Prepares audit programs, independently or as part of a team, including:
  - determining the type of audit required
  - determining the appropriate audit methodology; and
  - identifying the steps to be followed in the audit;
- Conducts audit entrance and exit conferences with court executive staff;
- Prepares work papers and conducts audits of manual and automated systems in accordance with the judicial branch audit programs and generally accepted auditing standards;
- Reports any unusual findings to management during the course of the audit;
- Assists in updating judicial branch policies and procedures related to audits;
- Evaluates legislative and Generally Accepted Accounting Principles (GAAP) changes to determine the impact on the judicial branch;
- Recommends changes based on audit reviews;
- Assists in investigations of possible inappropriate actions;
- Assists contracted or other State of California auditors as assigned;
- Writes audit reports; and
- Conducts special studies, reviews, and analyses as assigned.

### MINIMUM QUALIFICATIONS

Education and Experience:

Equivalent to possession of a bachelor's degree with the required major in accounting, or business. Business majors must have completed a minimum of five accounting courses including, but not limited to beginning and intermediate accounting.

Additional directly related experience may be substituted for education on a year-for-year basis.

**Knowledge of:**

- Generally Accepted Accounting Principles (GAAP), Practices, and Procedures;
- Generally Accepted Government Auditing Standards (Yellow Book or GAGAS);
- Automated financial system applications;
- Principles and practices of financial auditing for manual and automated systems;
- Generally Accepted Auditing Standards (GAAS) re: audits of financial statements of state and local governmental units;
- Principles and practices of budget administration;
- Principles of financial data collection and control;
- Practices of reviewing financial documents for accuracy and completeness;
- Principles and practices of procurement and contracting;
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets;
- Principles and techniques of preparing effective oral presentations;
- Principles and techniques of preparing a variety of effective written materials; and
- Business Arithmetic.

**Ability to:**

- Apply general accounting, budgeting, and auditing principles and procedures;
- Apply specialized auditing practices and procedures used in auditing governmental agencies;
- Apply principles, practices, and application of general, fund and governmental accounting to audit assignments;
- Conduct audits of accounts and records of governmental organizations, both manual and computerized;
- Apply principles and practices of budget administration;
- Apply principles of financial data collection and control;
- Apply principles and practices of procurement and contracting;
- Apply practices of reviewing financial documents for accuracy and completeness;
- Organize own work, set priorities, and meet critical deadlines;
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets;
- Communicate effectively in English, orally and in writing;
- Use proper business mathematical calculations in determining audit conclusions;
- Establish and maintain effective working relationships with those contacted in the course of the work; and
- Use tact and discretion in dealing with those contacted in the course of the work.

**TO APPLY**

This position requires the submission of our official application and response to the attached supplemental questionnaire. Resumes without these materials will not be considered. To ensure consideration of your application for the earliest round of interviews, please apply immediately, however, this position will remain open until filled.

Please refer to "Internal Auditor I, Job Req. #2533" on your application materials and all correspondence. To complete an online application, please visit our Web site at <http://www.courtinfo.ca.gov/careers/view.htm>.

OR

To obtain a printed application, please visit:  
Administrative Office of the Courts  
455 Golden Gate Avenue, 7th Floor  
San Francisco, California 94102-3688  
415-865-4272 Telecommunications Device for the Deaf

## **PAY & BENEFITS**

**SALARY RANGE:**                    **\$4,838 – \$5,883 per month**

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts is an Equal Opportunity Employer**

A supplemental questionnaire follows this announcement.

**SUPPLEMENTAL APPLICATION  
FOR  
INTERNAL AUDITOR (Job Req. #2533)**

1. Please explain why you are interested in this position.
2. Please describe your audit experience. Elaborate on your level of responsibility for the audits that you participated in and at what level of client management did you communicate.